

ADMINISTRATIVE CONTROL BOARD – WASATCH FRONT WASTE AND RECYCLING DISTRICT
MONTHLY MEETING MINUTES

DATE/TIME	LOCATION	ATTENDEES
<p>December 8 , 2014 5:00 p.m.</p> <hr/> <p>Next Board Meeting January 26, 2015 9:00 a.m.</p>	<p>Public Works Building 604 W 6960 S Midvale, UT 84047</p>	<p><u>Board Members:</u> Sabrina Petersen, Dama Barbour, Jim Bradley, Sam Granato, Coralee Moser, Jim Brass, Scott Bracken, EXCUSED: Aimee Newton, Patrick Leary</p> <p><u>District Staff:</u> Pam Roberts, Lorna Vogt, Gavin Anderson, Gaylyn Larsen, Whitney Mecham, Stuart Palmer, Craig Adams, Ken Simin</p> <p><u>Public:</u> No public in attendance</p>

AGENDA

- Call to Order:** Sabrina Petersen, Board Chair
- 1. Consent Items: (Approval Requested)**
 - 1.1. November 17, 2014 Board Meeting Minutes
 - 2. Meeting Open for Public Comments:** (Comments are limited to 3 minutes)
 - 3. Agenda Items**
 - 3.1. Proposed Increase for Trailer Rental, Pam Roberts, Stuart Palmer and Lorna Vogt (**Approval Requested**)
 - 3.2. Area Cleanup Schedule with Rotation, Pam Roberts & Lorna Vogt (**Direction Requested**)
 - 3.3. Nominations for 2015 Administrative Control Board Vice Chair
 - 3.4. Mid-Year Budget Review, Gavin Anderson (**Approval/Direction Requested**)
 - 3.5. Procurement Policy Recommendations, Pam Roberts & Gavin Anderson (**Approval/Direction Requested**)
 - 3.6. 2014 Performance Measure Accomplishments, Pam Roberts & Lorna Vogt
 - 4. Requested Items for the January 15, 2015 Meeting**
 - 2015 Board Officers
 - Elect Vice Chair
 - Approve Procurement Policy

- Introduction to New Legal Counsel

TOPICS/ OBJECTIVES	KEY POINTS/ DECISIONS	ACTION ITEMS WHO – WHAT – BY WHEN	STATUS
1.Consent Items (Approval Requested)			
1.1 November 17, 2014 Board Meeting Minutes	No comments.	Motion to approve by: Board Member Barbour, seconded by: Board Member Brass Vote: All in favor (of Board Members present)	Approved December 8, 2014
2. Meeting Open for Public Comments (Comments are limited to 3 minutes)			
	Pam Roberts stated that this is the last board meeting for our current legal counsel, Gavin Andersen, as per our agreement with Salt Lake County for legal counsel. She thanked Gavin for all his hard work in helping to create our organization and presented him with a gift. There will be a formal introduction at the January meeting of the district’s new legal counsel, Mark Andersen.		
3. Agenda Items			
3.1. Proposed Increase for Trailer Rental, Pam Roberts, Stuart Palmer and Lorna Vogt (Approval Requested)	Board Chair Petersen voiced concern that Board Member Leary was not in attendance as he and Board Member Bracken had asked in the previous meeting for a more specific analysis of the trailer program costs and fees. Pam stated that in the last board meeting she was asked to provide more information regarding the trailer rental fees and program costs. She emailed board members an attachment quickly thereafter that provided a breakdown similar to what is in this meeting’s packet. The only thing we have added is more information on the cost per trailer. We tried to do an apples-to-apples comparison to other municipalities and the best way to do that is to look at price per cubic yard. She directed board members to the handout to review the rental revenue per trailer (fees are \$125 for bulk, \$30 for green) and also the full cost which is the actual cost per trailer at \$175 for the bulk and \$169 for the green. This difference comes from dumping fees, \$16 for green versus \$31 for garbage. Thus if we want the programs to recoup their	Board Member Granato arrived at 5:10 p.m.	

full costs, we would have to raise the bulk trailer rental fee \$50 and for the green trailer rental fee it would need to be raised \$139 per trailer rental.

We were also asked what the allocated monthly fee for the program is at the last meeting. On an annual basis, for the \$177 collection fee that our residents pay, \$0.27 is allocated to the bulk trailer program and \$1.62 is allocated to the green trailer program for the entire year.

We are proposing a \$5 increase for both the green and bulk trailer rental fees. If we do this, the reduced amount would be from \$0.27 to \$0.24 for the bulk and \$1.62 to \$1.56 for the green in allocation of the funds. While looking at the comparison of price per cubic yard with other municipalities, please remember that the only entities that provide their own is South Salt Lake City, Murray City and Midvale.

Our current rental fees are \$125 for bulk and \$30 for green. Our proposed \$5 increase would make our fees \$130 for bulk and \$35 for green.

Board Chair Petersen stated that the \$5 increase for bulk seems to put us way above the private market pricing but if we raise the green fee, we will still be lower than others in the private market. She is afraid of pricing us out of the bulk trailer market.

Pam mentioned that the bulk trailer rental program was discontinued in 2012 and brought it back in 2013. In the last board meeting, Board Member Leary was concerned about raising the fee so soon after bringing the program back. Pam would really like to raise at least the green trailer fee this year \$5.

Board Member Bracken asked how many bulk trailers come back full.

Lorna stated that most bulk trailers come back close to 2 tons full.

Board Member Bracken asked how many people are going to want more after filling up 18 cubic feet. He is curious how many people actually fill a trailer up.

Pam stated that in regards to volume, most trailers come back full, but in regards to tonnages, it varies on what the customer is putting inside the trailer.

Board Member Brass stated that Murray city uses 30 yard bulk trailers and they are very large which skews the cost per cubic yard. The 18 yard trailers are very reasonable especially since WFWRD's trailer rental time period is shorter.

Board Chair Petersen asked what the rental period time amount is.

Lorna stated that it is 3 days on the property.

Pam stated that as staff we are comfortable raising both fees, but she is aware that the Board may want to wait another year.

Board Chair Petersen stated that there is the option of raising the green trailer rental fee this year and then waiting to raise the bulk trailer rental fee and have Lorna and her team look at other options. She asked if we currently pay for over 2 tons.

Lorna stated that if a customer fills a trailer up beyond 2 tons, they are charged extra.

Board Member Bracken asked if the rate we charge residents is the tipping fee.

Lorna confirmed it is the tipping fee but also an administrative fee as well for over 2 tons.

Board Member Barbour asked if anyone has heard from Board Member Leary on this issue.

Pam stated that she hasn't heard from him since the last meeting.

Board Chair Petersen stated that she recalls that his

concern was with bulk more so than the green since it is a newly reinstated program.

Board Member Bradley asked if bulk trailer rentals are anticipated to increase over the next year and what is that information based on?

Pam stated that we are anticipating an increase of bulk trailer rentals due to the trend of increasing bulk rentals since we reinstated that program.

Board Member Bradley stated that it is impressive that we discontinued the program and then when we reinstated it we saw a great deal of rentals. He asked if we are meeting an unmet need or are we just competitively better and people are choosing us from price shopping.

Pam stated that when the program was discontinued, the Salt Lake Valley Health Department reported that there was increased illegal dumping within the District so it is possible that we are meeting an unmet need.

Board Member Bracken stated that when the fees are reasonable, residents seem to utilize the program and there is an advantage of an 18 yard container rather than the 30 yard containers that can be too large in many situations.

Lorna stated that it seems that usually our trailers are used for things like garage cleanup, small emergencies, having to clean out a deceased parents' home or to help the Health Department clean out hoarder's homes.

Board Member Bracken asked what the total number of bulk rentals is.

Stuart stated that we average 940 trailer rentals.

Board Member Bradley asked if we have a pricing strategy. He would like to talk about our policy on how

**Approved
December 8,
2014**

<p>3.2. Area Cleanup Schedule with Rotation, Pam Roberts & Lorna Vogt (Direction Requested)</p>	<p>we establish a price for a service. Since we aren't driven by profit, does that mean we can charge lower?</p> <p>Pam stated that we have a policy for setting fees by the Board, but we can put the topic on the agenda for next year.</p> <p>Lorna stated that we can only use our seasonal employees for 6 months so we have to stay in the mid-April to October range as to not violate the terms of the Affordable Care Act. But we do know that we are growing at a rate of approximately 700 homes per year which would require more days in the area cleanup schedule.</p> <p>Pam stated that we also are bound by the terms of our agreement in regards to our machinery since we have to return the trucks by October 15th for snow removal services.</p> <p>Board Chair Petersen asked if early snow storms affect us. Lorna said early or late storms affect the program greatly.</p> <p>Board Member Bracken stated that it seems like no one really gets the short end of the stick with this schedule. He asked if the increase in homes will not only affect the number of days but the amount of machinery.</p> <p>Lorna stated that days are limited by the ACA and the equipment is limited to what we can get at the time. Pam stated that we could buy more hook-lift trucks and that we currently own 3 and then lease the rest from County operations. We could add more trucks and containers, but we would rather add days to save on that capital cost.</p> <p>Board Member Bracken mentioned the possibility of staggering the hiring of seasonal employees to help with the 6 month issue.</p>	<p>Motion to raise the green trailer rental fee by \$5 making the rental fee \$35 and keep bulk trailer rental fee at \$125 for 2015 by Board Member Bradley, seconded by: Board Member Barbour</p> <p>All in favor (of board members present)</p>	
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	<p>Board Member Moser stated that this plan seems sufficient for this year's needs.</p> <p>Lorna stated that this is a tentative schedule and will change slightly as the mapping is completed.</p> <p>Board Chair Petersen stated that we need to be proactive with the cities to get the information to our residents.</p> <p>Board Member Bradley stated that this is a 5 year schedule but we can still adjust it as we go along.</p> <p>Board Chair Petersen thanked Lorna and her team for their hard work in creating the schedule and asked to please pass the Board's appreciation on to Bill Hobbs as well.</p>		
<p>3.3. Nominations for 2015 Administrative Control Board Vice Chair</p>	<p>Board Member Bradley nominated Board Member Granato. Board Member Granato nominated either Board Member Newton or Board Member Brass. Board Chair Petersen asked if there is a desire to continue with keeping the County Council members from being the board chair or vice chair, or if a County Council member would like to hold one of those positions, would it be fine? All the board members stated that would be fine and this item will be put on the agenda for January's meeting.</p> <p>Board Member Moser stated that we do need to take into account each board member's terms of service so whoever is nominated will be on the board for both years.</p>		
<p>3.4. Mid-Year Budget Review, Gavin Anderson (Direction Requested)</p>	<p>Gavin stated that this was brought up 6 months ago by Board Member Leary and Board Member Bradley regarding the creation of a mid-year budget process. Currently we go through the formal budget process in December but we are looking at creating a formal process for reviewing the budget again mid-year in July. Gavin stated he recalls Board Member Leary</p>		

<p>3.5. Procurement Policy</p>	<p>recommending we look at the County model. Gavin stated that he and Pam are unsure of what the Board would like to do regarding a mid-year budget review. Currently we follow state statute by reviewing a quarterly budget report prepared by Stuart. He asked the Board what they would like us to do differently in July.</p> <p>Board Member Barbour asked if we are following state statute currently. Gavin stated that we are following statute by reviewing our quarterly reports. Board Member Barbour then asked if we are following state statute, why would we want to reopen the budget in July?</p> <p>Board Member Bradley stated that for the County the utility of opening the budget in June is that it spends a lot of money in different areas so there are legitimate reasons to open the budget in June. He is not sure that it is necessary to have a formal mid-year budget review for WFWRD because revenues and expenditures are easily estimated and if an emergency arises, we can open the budget whenever we need to with proper public notification.</p> <p>Board Chair Petersen stated that she would prefer not to reopen the budget mid-year and she said this became an issue with the proposal of a new FTE mid-year this year. As long as we are following the state statute, then she feels there is no need to have a mid-year budget opening.</p> <p>Gavin stated that in the law there is a big difference between a special district and a county. A special district is a limited purpose government with limited revenues and a county is a general government that has a lot of different activities and multiple sources of revenue so the need for mid-year budget openings are different.</p> <p>Gavin stated that this policy is based on a change in state</p>	<p>Board Chair Petersen gave direction to leave our current processes as is. Board Member Bracken noted that if something does come up in one of those quarterly reports, we will reopen the budget and hold a public hearing</p>	
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Recommendations, Pam Roberts &
Gavin Anderson
(Approval/Direction Requested)

policy. Additional material is based on the state procurement code and training we received from the District Association. These additions include rules of when a competitive bid is not required, limitations on borrowing money from different funds, provisions on dollar amounts for different procurement processes, and exceptions to bidding requirements.

These requirements are very similar to purchasing requirements for the cities and counties.

If a purchase is below \$1000, use reasonable means.

If a purchase is \$1000-\$5000 require 2 verbal quotes.

Purchases between \$5000-\$50,000 the purchasing agent must use at least 2 businesses with written quotes.

Gavin asked the Board if those dollar amounts are acceptable.

Gavin stated that the Director must bring a potential purchase to the Board when determined by the goods and services, not by a specific dollar amount.

Board Member Bradley asked if we could put no gifts altogether.

Board Member Barbour asked what if someone wanted to give a gift to their garbage collector.

Board Member Bradley asked if Pam will see all purchases under \$5000.

Pam responded that it would start with the managers who take them to Lorna, who brings them to Pam in their weekly meetings.

Board Member Bradley asked if \$50,000 is the correct amount.

Pam stated that is the amount in state code and she checked with the County and it is the amount they consider as well.

Board Chair Petersen said Holladay's amount is \$25,000 because they are a smaller community. Randy Fitts agreed with the \$50,000 for WFWRD.

Board Member Moser commented on section 8.2. regarding the executive director as the purchasing agent.

accordingly.

<p>3.6. 2014 Performance Measure Accomplishments, Pam Roberts & Lorna Vogt</p>	<p>Her concern is in an emergency situation, who has the authority in case Pam is unreachable? She stated that needs to be clearer in the policy. Pam stated that she can designate someone in the policy. Gavin stated in 8.2.2 it references district policy. Gavin stated that he will insert a more general delegation in 8.2.2.</p> <p>Board Member Bracken asked concerning section 8.10.9 about the lowest bid being the one we grant. Gavin responded that the usual language is the lowest responsive, responsible bidder but the state has been moving away from that language. Gavin stated that the current language of “acceptable lowest bidder” provides enough wiggle room to determine if the lowest bidder will be able to provide what we need.</p> <p>Pam asked for the Board’s direction. She stated that she will bring forward the policy again in January since the Board will need to adopt the updated policy manual for the upcoming year with this section included.</p> <p>Lorna stated that these 2014 Performance Measure Accomplishments are highlights of this past year. She pointed out that we are succeeding in doing the accounting and billing functions with the FTE added this summer, we have reduced our call volume dramatically, our customer service staff is efficient and happy with the addition of the Office Manager and Customer Accounts Coordinator. In the environmental stewardship category we worked hard to divert waste and manage increased miles to save us money as well. Lorna gave a shout out to Gaylyn Larsen for helping to improve the services that our employees receive and her efforts in recruiting and adding more diversity to our workforce. She stated that we are also running an RFID pilot program to help with our inventory. Through this program we found 40</p>	<p>Motion to approve section 3.5 on current district policies relating to contracts with additional language to identify succession when the Executive Director is unable to act by Board Member Moser, seconded by Board Member Bracken</p> <p>All in favor (of board members present)</p>	<p>Approved December 8, 2014</p>
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	<p>homes in Herriman that weren't being billed just along one route which shows us there is reason to utilize this pilot program.</p> <p>Pam mentioned that we also found a new source of revenue through the rebates on our purchase cards.</p>		
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4. Requested Items for Next Meeting on Monday, December 8, 2014

	<ul style="list-style-type: none"> • 2015 Board Officers • Elect Vice Chair • Approve Policy Manual • Introduction of New Legal Counsel • 2015 Meeting Calendar • Pricing Structure/Strategy 		
ADJOURN		<p>Motion to adjourn: Board Member Granato, seconded by Board Member Bracken</p> <p>Vote: All in favor (of Board Members present)</p>	<p>Approved December 8, 2014</p>